

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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ABOUT THE PAY & PERSONNEL CENTER CUSTOMER NEWSLETTER

An authorized publication, Pay & Personnel Center Customer Newsletter is published under the direction of the U.S. Coast Guard Pay & Personnel Center. Views and opinions expressed are not necessarily those of the Department of Homeland Security or the U.S. Coast Guard. Pay & Personnel Center Customer Newsletter shall not be considered an authority for any official action and is non-record material. Pay & Personnel Center Customer Newsletter is published quarterly. Articles are solicited from all readers. Back issues are available at:

<http://uscg.mil/ppc/sponewsletter.asp>.

How to submit an article:

Articles for Pay & Personnel Center Customer Newsletter may be submitted by e-mail to the Procedures & Development branch e-mail address "PPC-PF-PD". Articles may also be submitted via our web form at <http://www.uscg.mil/ppc/newitemform.asp>. **All items approved for publication will immediately be posted on our SPO news web page** (<http://uscg.mil/ppc/alspo/>).

HOW TO LOOKUP THE SPO FOR A UNIT IN DIRECT ACCESS

YN1 Aragoni, Base National Capital Region, discovered a quick and easy way to locate a unit's assigned SPO using the [CG Dept Run](#) tab off the Airport Terminal. His procedure guide is linked below.

[How to Lookup a unit's SPO](#)

Simply enter the unit's department ID and select the "HRS" relationship type. This will show the unit's assigned SPO. We thought the HRS relationship type wouldn't return any results if the department ID entered wasn't for a SPO. Turns out the CG Dept Run provides a reverse lookup function when used this way.

Our thanks to YN1 Aragoni for passing this tip along! His method provides real-time results as opposed to the Unit Relationship report we post on the SPO Contact List web page, which is only updated quarterly.

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We are working with Comdt (CG-631) and the project management office in CG-1 to find a way to make SPO mailing addresses available to users within Direct Access. Until a method is provided, you'll have to use the Standard Distribution List, COMDTNOTE 5605, and lookup mailing addresses.

RESEARCHING PAYMENT OF IDT DRILLS

Quick tip on researching IDT drills and trying to figure out if someone was paid for a drill (what day they were paid for).

In the Pay Calculations Results page, you may be used to doing the bulk of your research in the Earnings and Deductions tab, but there you'll find no indication of what drill dates are being paid. However, if you select the Positive Input-Payroll link found in the Calendar Group Results tab, you can then select the "Other Data" link next to the IDT Drill in question. That will take you to a page that tells you the begin date of the drill!

The [Viewing IDT Drill Pay Calculations guide](#)  provides step-by-step procedures for researching IDT payments.

SHIPPING A SECOND PRIVATELY OWNED (MOTOR) VEHICLE WITHIN THE CONTIGUOUS UNITED STATES

By CWO J. R. Jeffery, COMDT (CG-1332), HHG Transportation Program Manager

COMDT (CG-1332) received feedback that SPO yeoman may have incorrectly advised members regarding reimbursement for shipping a Privately Owned (Motor) Vehicle (POV) in the Contiguous United States (CONUS). The following information is to ensure that all yeoman understand when a member is entitled to reimbursement for shipping a POV in CONUS, and when they are not.

In accordance with [Joint Travel Regulations \(JTR\), par. 5322-B](#) and [Coast Guard Supplement to the Joint Federal Travel Regulations \(CGS-JFTR\), COMDTINST M4600.17 \(series\), par. 5414-A](#), for a member to be reimbursed for shipping a POV in CONUS, the member must have a dependent(s), the member or their dependent(s) must possess more than one POV to be relocated to the new PDS, and the member and their dependent(s) must travel together, at one time, in a Privately Owned Conveyance (POC) to the new Permanent Duty Station (PDS). If a member meets these criteria they may be entitled to reimbursement for shipping their second POV in CONUS. However, if a member chooses to utilize commercial transportation for themselves or

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their dependent(s) to the new PDS the member does not meet these criteria and they are not entitled to reimbursement for shipping a second POV in CONUS.

When a member meets the criteria of JTR 5322-B and CGS-JFTR 5414-A they are entitled to reimbursement for shipping a second POV in CONUS. However, use of a Government Vehicle Processing Center (VPC) is not authorized. The member must use a commercial POV carrier and make all arrangements for the shipment of their second POV. **Travel time is not authorized to drop off, or pick up a second POV**, and the member may not be reimbursed for mileage to drop off, or pick up a second POV transported IAW JTR 5322-B and CGS-JFTR, par. 5414-A. Also, the Government is not responsible for any damages or missed delivery dates caused by a commercial POV carrier.

When a member is entitled to reimbursement for shipping a second POV in CONUS the calculations and maximum reimbursable amount must be reflected on the member's PCS orders. See JTR par. 5328 for examples of how to calculate a members reimbursable amount to ship a second POV in CONUS.

Yeoman should counsel members if they do not meet the above criteria, and do not travel together with their dependents at one time in a POC, then the member is not entitled reimbursement for shipping a second POV in CONUS. Yeoman should also counsel members that falsifying a DD-1351/2 to reflect the member and their dependent(s) traveled together at one time in a POC, when they didn't is fraud.

MARCH END-MONTH PAYROLL PROCESSING COMPLETE

"Payslips" for 1 April pay day posted. Report any discrepancies through the P&A Office (Admin) to the SPO. If SPOs cannot address or need assistance, the SPO will submit trouble ticket. Payslips can be accessed via the [Self-Service "View" menu](#). Refer to [this guide](#) for an overview of the new payslip.

The military payday for End-Month March is 1 April. Payday falls on the 1st and 15th of each month unless that date is a weekend or federal legal holiday. In those cases, the payday is moved to the 1st preceding business day. For the 2015 schedule of military paydays visit: <http://www.uscg.mil/ppc/mas.asp#2015>.

Members should not set up automated payments or assume funds will be available prior to published paydays. Members should verify with their financial institutions as to the actual time funds are available to their account.

Per [ALCOAST 497/14 \(Para. 3\)](#), customers are directed to contact their P&A Office for any errors or questions on pay and/or personnel issues. If the P&A Office cannot resolve it, the P&A Office is to contact the servicing SPO. If the serving SPO cannot resolve the issues, the SPO will

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contact PPC. Customers should not be contacting PPC directly for any pay or personnel issues. We will continue to reroute inquiries directly from customers back to the serving SPO, AND contact the servicing SPO Chief to inform them that the ticket was rerouted.

DA OPEN AND CLOSED DEFECTS 30 MARCH 2015

This spreadsheet shows open defects and defects closed within the past month as of today.

- [DA Defects Open and Closed.xlsx](#)

Recently added defects

- Unit Roster (25 March 2015) - Unit roster not displaying leave balances.
- Orders for Fleet Ups and Extensions (24 March 2015) - There have been some issues with no cost orders for fleet ups and extensions that have auto-stopped BAH and COLA (INCONUS, OUTCONUS, and Partial) entitlements when they should continue to run. Defect #2676 has been created for this condition. Until this is resolved SPOs must review the member's pay the day of PCS departure to ensure it is continuing station allowances (BAH and COLA) as the system procedures state it will (and should). SPOs simply need to change any rows marked by the system as "inactive" back to "active".

Recently resolved either by code correction or by procedure update

- Tax Withholding (24 March 2015) - A change has been implemented to allow additional withholdings without putting the member in a Net Negative Pay status. Prior to this change, Reserve component members who elected to have additional tax withheld would be put in a negative pay status if they didn't have any earnings (e.g. Didn't drill) during the pay period.
- DMR Refund for Missed Meals (24 March 2015) - Do not submit a Meal Rate Request for periods of leave. Doing so will duplicate reimbursement and cause an overpayment to the member. The leave transaction will automatically reimburse missed meals for the leave period.
- DMR Refund for Missed Meals (24 March 2015) - Do not enter discount meal rate refunds for 1 May or later until the mid-month May pay calendar is open (following the payroll finalized date of 22 April, for the end-month April pay day). Due to the way the system processes refunds for missed meal transactions, SPOs must not future date discount meal rate refund transactions. The system uses the rate table in effect the date the transaction is generated. Transactions entered with 1 May or later dates will use the old rate table if built prior to the mid-month May pay calendar being open. Any refunds for missed meals which span April and May must be input as two separate transactions. One for the rate in effect for 30 April and prior and one for the rate in effect for 1 May and later.

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- Orders (24 March 2015) - When processing retroactive PCS transactions (those with effective dates prior to 1 January 2015), SPOs must manually stop Cost of Living Allowances (INCONUS, OUTCONUS and partial) effective the date of the member's PCS departure and also stop the 1 January 2015 legislative pay change row. The system will not auto-stop these entitlements.
-

ENLISTED HIGH YEAR TENURE POLICY CHANGES IMPLEMENTED

[ALCOAST 114/15](#) announces the implementation of revised active duty enlisted high year tenure policies for 2015 and beyond.


KNOWN ISSUE WITH PCS ORDERS FOR FLEET UPS AND EXTENSIONS

There have been some issues with no cost orders for fleet ups and extensions that have auto-stopped BAH and COLA (INCONUS, OUTCONUS, and Partial) entitlements when they should continue to run. Defect #2676 has been created for this condition.

Until this is resolved SPOs must review the member's pay the day of PCS departure to ensure it is continuing station allowances (BAH and COLA) as the system procedures state it will (and should). SPOs simply need to change any rows marked by the system as "inactive" back to "active".

SUBMITTING TROUBLE TICKETS WITH SUPPORTING IMAGES

To better assist all of you, we need you to provide detailed information when you submit a trouble ticket. You need to provide EMPLIDs, what the error is, what you are changing, updating, and/or entering, etc. Screen shots would be EXTREMELY helpful. Screen shots will give us a better picture of which component you are in and the error that you are getting. Providing detailed information with screen shots will help us resolve tickets at a much faster pace and ultimately get your members paid quicker.

Follow the procedures in the "[Submitting Trouble Tickets With Supporting Images](#)  " customer guide when submitting trouble tickets with screen shots or other supporting documentation. Do not include screen shots in the body of an e-mail message to PPC Customer Care. The images will not be imported into our tracking system.

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FY 2015 COAST GUARD REDUCED PER DIEM RATES

Per Joint Travel Regulations, paragraph U4095, the service may authorize per diem rates in lesser amounts when the circumstances of the travel or duty to be performed so warrant.

As of 24 March 2015, the following localities have been authorized reduced/zero per diem.

Unit/Mission	Requestor	Rate	Approved
CG AIRSTA Atlantic City (NCRADF)	AIRSTA Atlantic City	\$57.25	17-Jul-14
Air Facility Charleston	CGD 7	\$26.00	29-Jul-14
Fajardo and Boqueron, PR - OP Unified Resolve	Sector San Juan CGD 7	\$50.00	1-Oct-14
Air Facility Muskogon	Air Sta Detroit	\$32.00	29-Jul-14
STA (small) Coquille River	SECTOR North Bend	\$18.00	28-Aug-14
STA (small) Rogue River	SECTOR North Bend	\$18.00	28-Aug-14
Air Facility Newport	SECTOR North Bend	\$26.00	28-Aug-14
Damman and Jeddah, Saudi Arabia	DCO-I	\$0.00	29-May-14
Astoria, OR (SELRES ADT lodging only)	CGD13	\$72.50	16-Oct-14
Illwaco, WA (SELRES ADT lodging only)	CGD13	\$61.60	16-Oct-14
Seattle, WA (SELRES ADT lodging only)	CGD13	\$110.50	16-Oct-14
Portland, OR (SELRES ADT lodging only)	CGD13	\$95.00	16-Oct-14
Coos Bay, OR (SELRES ADT lodging only)	CGD13	\$76.50	16-Oct-14

We've prepared the [Coast Guard Reduced Per Diem Procedures guide](#), it provides the procedure for correctly completing your travel itinerary in Web-TPAX when reduced per diem is authorized.

VOLUNTARY ADDITIONAL TAX WITHHOLDING FOR RESERVE COMPONENT MEMBERS

A change has been implemented to allow additional withholdings without putting the member in a Net Negative Pay status. Prior to this change, Reserve component members who elected to have additional tax withheld would be put in a negative pay status if they didn't have any earnings (e.g. Didn't drill) during the pay period.

SPOs MUST STOP COLA FOR RETROACTIVE PCS TRANSACTIONS

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When processing retroactive PCS transactions (those with effective dates prior to 1 January 2015), SPOs must manually stop Cost of Living Allowances (INCONUS, OUTCONUS and partial) effective the date of the member's PCS departure and also stop the 1 January 2015 legislative pay change row. The system will not auto-stop these entitlements for PCS transfers with effective dates prior to 1 January 2015

MEAL RATE CHANGES AND REFUND FOR MISSED MEALS

Per [ALCOAST 099/15](#) the following meal rates will be implemented in Direct Access effective the 1-15 May payday.

Do not enter discount meal rate refunds for 1 May or later until the mid-month May pay calendar is open (following the payroll finalized date of 22 April, for the end-month April pay day).

The changes are:

- [Discount Meal Rate \(DMR\)](#) changes from \$10.45 per day to \$11.85 per day.
- [DMR refund](#) changes to \$2.55 breakfast, \$4.65 lunch, \$4.65 dinner
- [Inactive Duty for Training \(IDT\) Subsistence Allowance](#) changes to \$2.55 breakfast, \$4.65 lunch, \$4.65 dinner
- [Cadet Commuted Rations](#) changes from \$13.85 per day to \$11.85 per day.

Due to the way the system processes refunds for missed meal transactions, SPOs must not future date discount meal rate refund transactions. The system uses the rate table in effect the date the transaction is generated. Transactions entered with 1 May or later dates will use the old rate table if built prior to the mid-month May pay calendar being open. Any refunds for missed meals which span April and May must be input as two separate transactions. One for the rate in effect for 30 April and prior and one for the rate in effect for 1 May and later.

STATE INCOME TAX WITHHOLDING EXCEPTIONS

Published Date: Thu, 19 Mar 2015 15:00:01 CDT

There are seven instances, in addition to Combat Tax Exclusion, where state income tax will not be withheld from a member's pay account. Each of these special instances requires extra care when completing data entry in Direct Access. Follow the links below to read about each of these exemptions and how to record them in Direct Access.

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Rule 1. [State / Territory Does Not Have Income Tax](#)

- a. Alaska
- b. Florida
- c. Nevada
- d. New Hampshire
- e. South Dakota
- f. Texas
- g. Washington
- h. Wyoming
- i. Federated States of Micronesia (FM)
- j. Republic of the Marshall Islands (MH)
- k. Palau (PW)

Rule 2. [State Exempts Military Income](#)

- a. Arizona
- b. Arkansas
- c. Illinois
- d. Iowa
- e. Kentucky (exemption applies to active duty and drill pay, but it does not apply to pay received by cadets or academy preparatory students)
- f. Michigan
- g. Minnesota (exemption applies to active duty pay and drill pay, but it does not apply to pay received by cadets or academy preparation students)
- h. Montana (exemption applies to active duty pay of Regular members and active duty pay of reservists serving in support of a contingency operation; exemption does not apply to pay received by reservists on inactive duty, pay received by reservists on active duty for other than a contingency operation, and pay received by cadets and academy preparation students)
- i. New Mexico (exemption only applies to active duty pay of regular and reserve members; it does not apply to drill pay received by reserve members and it does not apply to pay received by cadets or academy preparation students)
- j. Oklahoma (exemption applies to active duty and drill pay, but it does not apply to pay received by cadets or academy preparatory students)
- k. Tennessee

Rule 3. [State Allows Exemption of Military Income Earned Outside the State](#)

- a. California
- b. Connecticut
- c. Idaho
- d. Missouri
- e. New Jersey

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- f. New York
- g. Ohio
- h. Oregon
- i. Pennsylvania
- j. Vermont
- k. West Virginia

Rule 4. [Resident of Puerto Rico is Stationed Within in one of the 50 States](#)

Rule 5. [Resident of the Commonwealth of Northern Marianas Islands is Stationed outside the Commonwealth](#)

Rule 6. [Native American Claiming Legal Residence on a Recognized Tribal Reservation](#)

Rule 7. [Legal Resident of Guam, the Virgin Islands or American Samoa](#)

Source Direct Access Knowledge Base Entry "[State Tax Withholding Exceptions](#)"

DIRECT ACCESS UNIT ROSTER

The Direct Access unit roster includes the following data elements. It can be generated in "CSV" format, which is compatible with MS Excel.

Known Issue: Unit Roster (25 March 2015) - Unit roster not displaying leave balances.

Column	Description
Relationship	Relationship to Parent Command (HRS, ISC, Own Unit)
Parent Deptid	Department ID of the parent department
Emplid	Member's Employee ID number
Empl Rcd	Member's Employee Record number
Rank	Member's Rate/Rank
Grade	Member's paygrade
Member Name	Member's name (see known issues, below)
Employee Class	Member's employee classification (e.g AD for Active Duty, SEL for SELRES)
Deptid	Member's assigned department ID
Dept Name	Name of member's assigned department

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ATU OPFAC	Member's assigned department ATU and OPFAC number
Exp Loss Dt	Member's expected loss date
Exp AD Term Dt	Member's active duty termination date
Rotate Dt	Member's rotation date
Birthdate	Member's date of birth
AD Base Dt	Member's active duty base date
Date of Rank	Member's date of rank
Report Date	Date member reported to current department
Anniversary Dt	Reserve member's anniversary date (AY)
Sec Clearance	Member's security clearance level
Trning Rate	Reserve member's training rating (numeric code)
Cost Center	Cost center for member's assigned position
Sea Pay Prem Dt	Date career sea pay premium started
BAH/BAQ	Member's BAH code and description
RES Screen Dt	Reserve member's ASQ completion date
CUM Sea Time YY MM DD	Years, Months and Days of cumulative sea time
Mar Stat	Member's marital status M = Married D = Divorce S = Single
Ethnic Group	Member's ethnic group
Last Good Con Dt	Date of member's last Coast Guard Good Conduct Award
Position Nbr	Member's assigned position number
Posn Entry Dt	Date member reported to current position
Gender	Member's gender. M = Male, F = Female
POSNSN	Position sensitivity code
POSNCLRNC	Position security clearance requirement
CITZN	Member's citizenship status
Leave Balance	Member's leave balance
Obligation	Code for obligated service

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Effdt	Effective date of service obligation
Duration	Duration of service obligation
Reg Region	Regulatory region code.

Menu Path: Human Resources, then Human Resources Reports and finally CG Unit Roster Report.

Procedures: [Unit Roster User Guide \(03/18/2015\)](#) 

Known Issues: The Member Name field combines both first and last names. This is a known defect, but the workaround is listed in the user guide.

INACTIVE DUTY FOR TRAINING (IDT) SUBSISTENCE ALLOWANCE

Per [ALCOAST 070/15](#), the following is the policy regarding IDT subsistence allowance, formally IDT COMRATS, for enlisted reservists performing paid IDT drills.

Entitlement

Reserve IDT Subsistence Allowance is paid on a per-meal basis. The rates, effective 1 January to 30 April 2015, for Reserve IDT Subsistence Allowance are; \$2.45 breakfast, \$4.90 lunch, and, \$4.90 dinner. Per [ALCOAST 099/15](#), effective 1 May 2015 the rates are; \$2.55 breakfast, \$4.65 lunch, and \$4.65 dinner.

Errors in assignment of IDT meal eligibility for enlisted SELRES members have previously caused overpayments and underpayments for reservists performing paid IDT drills.

In accordance with reference U.S. Code, Title 37, Section 402(e), an enlisted member of the Reserve Component (RC) may receive rations-in-kind (RIK), part thereof, or a cash allowance in lieu of a government provided meal when the members paid IDT drill totals at least 8 hours in a calendar day.

Reserve members, regardless of their duty status, with or without pay, must pay for all government provided meals they consume.

Policy

Member in travel status

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Reserve members are not authorized an IDT subsistence allowance for periods of travel to and from their drill site or whenever entitled to a meal per diem allowance in an IDT travel status.

Officers

Officers are not authorized an IDT subsistence allowance.

Single IDT Drills

Reserve members who perform a single IDT drill are not authorized a government provided meal or a subsistence allowance.

Multiple IDT Drills

Meal eligibility for a Reserve member who performs a paid multiple IDT drill is as follows:

If	and	Then
Reserve member not authorized lodging	Reserve member arriving same day, not staying overnight	Authorized Lunch
	Reserve member works past 1800	Authorized Lunch and Dinner
Reserve member authorized lodging	Reserve member arriving night before for 1 paid multiple IDT drill the next day	Authorized Breakfast and Lunch
	Reserve member arriving on day of 1st drill for paid multiple IDT drills and staying overnight between drills	1st Day Authorized Lunch and Dinner, and 2nd Day Authorized Breakfast and Lunch
	Reserve member arriving night before for 2 paid multiple IDT drills	1st Day Authorized All meals, and 2nd Day Authorized Breakfast and Lunch

Questions

Address questions and concerns to COMDT (CG-1311) via email to: HQS-DG-LST-CG-1311@uscg.mil

[Source: ALCOAST 070/15.](#)

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DD FORM 214 FORMATTING AND DATA ENTRY

When completing blocks 13 (Decorations, Medals, and Awards) and 14 (Military Education) use only semi-colons (;) to separate entries. Do not use commas to separate entries as this will force the everything before the comma to be pushed to the continuation page if the block on the form is full. If a semi-colon is present, the system will break the line at the semi-colon when moving text to the continuation page.

Also, and this applies to all text areas on the DD-214 data entry component, you cannot use tabs or excessive spaces to format entries. Only paragraphs and manual line breaks can be used.

Additional guidance for completing the DD-214 is available in [Certificate of Release or Discharge from Active Duty \(DD Form 214/5 Series\), Department of Defense Instruction \(DoDI\) 1336.01](#). The Coast Guard DD-214 Manual (CIM 1900.4 (series)) is being reviewed and will be released in the near future. It will defer to the DoDI for data entry. So follow the DoDI when completing the DD-214. This includes:

- Personnel being separated from a period of active duty for training, full-time training duty, or active duty for special work will be furnished a DD Form 214 when they have served 90 days or more, or when required by the Secretary of the Military Department concerned for shorter periods. Personnel shall be furnished a DD Form 214 upon separation for cause or for physical disability regardless of the length of time served on active duty.
 - (1) Reserve Component personnel ordered to active duty for a contingency operation will be issued a DD Form 214 regardless of the number of days served on active duty.
 - (2) The DD Form 214 issuance requirement shall also apply to recalled retirees reverting to retired status, regardless of the period of active duty served.
- For Service members (active and reserve) retiring or separating from active duty, participation in contingency operations will be documented in Block 18 of the DD Form 214.
- The only authorized entries in Block 24, "Character of Service" are
 - (1) Honorable.
 - (2) Under Honorable Conditions (For General discharge).
 - (3) Under Other Than Honorable Conditions.
 - (4) Bad Conduct.
 - (5) Dishonorable.
 - (6) Uncharacterized.

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- Block 27: The "Reentry Code" (RE code) is not applicable to officers or cadets. Leave this field blank for officers and cadets, it will show as "N/A" on the PDF output of the form.
 - Block 28 shall only state the Narrative Reason found in the separation Program Designator (SPD) Code Handbook.
 - Block 29: The Direct Access generated DD Form 214 leaves block 29, "Dates of Time Lost During This Period" blank if nothing is entered. This is contrary to the guidance in COMDTINST M1900.4 (series), which states the word "NONE" should be entered in this block if the member doesn't have any lost time. This issue was communicated to Commandant (CG-1331), Military Policy and Standards Division. They have approved a variance to the guidance to allow block 29 of the DD-214 to be left blank if the member doesn't have any lost time during the period covered by the form.
 - Distribution of Finalized DD-214. Continue mailing copies 3, 5, and 6 of the DD-214 (as described in DoDI 1336.01). The VA main office, VA state offices, and Dept. of Labor do not have full access yet to the DMDC data. Until they have full e-capability, SPOs must continue mailing copies 3,5, and 6 to ensure no drop off in the interim. This is of course in addition to the members copies mailed to their final address.
-

PPC TRAVEL ENEWSLETTER


The [March 2015 issue of the PPC Travel eNewsletter](#)  is available. This issue includes the following articles:

- Most Common Reasons Why a PCS Travel Claim is Returned to the Traveler
 - WEB TPAX PCS Advances
 - PCS Travel Advance - Do it Right the First Time
 - Permanent Change of Station (PCS)
 - Reimbursement for the Use of More than Two POCs
 - When is PCS TLE Payable
 - Constructed PCS Travel Dates
 - Government Housing Release and PCS Orders
 - Shipping a Second Privately Owned (Motor) Vehicle (POV) within the Contiguous United States (CONUS)
 - Consecutive Overseas Tour (COT) Travel Clarification
 - Government Travel Charge Card (GTCC) Policies and PCS
 - CY 2015 Mileage Rates
 - AO Reference Links
 - Fax numbers for PPC Travel
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COMBAT RELATED SPECIAL COMPENSATION

Coast Guard retirees may be entitled to Combat-Related Special Compensation (CRSC), as authorized under 10 U.S.C. 1413a. If you have a VA-rated disability and feel it may be combat-related, complete [DD Form 2860](#)  and provide copies of the supporting documentation (as outlined in section V of the DD Form 2860) and submit the package to:

ARL-SMB-CGPSC-PSD-CRSC@uscg.mil

or

USCG PSC Commander (CG-PSC-PSD-de)
Mail Stop 7200
4200 Wilson Blvd, suite 1100
Arlington, VA 22203-7200

ALLOTMENT PROCESSING AND PAYROLL CALENDAR CUTOFF DATES

Allotments are processed according to the following rules:

- Start allotment: The start date is always the 1st of the month. If a member starts an allotment during the mid-month calendar, the start date will default to the 1st day of the current month. If the member starts an allotment during the end-month calendar, the start date must be greater than or equal to the 1st day of the next month.
- Stop allotment: The stop date is always the last day of the month. If a member stops an allotment during the mid-month calendar, the stop date will default to the last day of the previous month. If the member stops an allotment during the end-month calendar, the stop date must be greater than or equal to the last day of the current month.
- Change allotment amount: If a member changes an allotment during the mid-month calendar, the change in amount date will default to the 1st day of the current month. If the member changes the amount during the end-month calendar, the change date must be greater than or equal to the 1st day of the next month.
- Change distribution information(acct #/routing #): The change date must be greater than or equal to the 1st day of the current month. This is true for either the mid-month or end-month calendar.

Starts/Stops, or Changes to the amount cannot be a retro date based on the current open pay calendar.

Changes to the acct/routing can be made at any time and the monies will be sent to the information listed when the end-month payroll is finalized.

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PUBLIC PRIVATE VENTURE HOUSING ALLOTMENTS

When you choose the allotment type of "Private Venture Housing", you will have 12 possible selections. The screen is shown below. The member's SSN will default as the Policy # -- which is what the PPV vendors need. The system will also disallow a member/SPO from starting a different type of allotment (such as a Mortgage or Other allotment) to the RTN/Acct # of one of the 12 PPV institutions.

The screenshot shows a web form for setting up a Private Venture Housing allotment. The 'Deduction' dropdown is set to 'Private Venture Housing'. The 'Amount' field is empty. The 'Begin Date' is 03/01/2015 and the 'End Date' is empty. The 'Type' dropdown is open, showing a list of 12 options: Fort Knox, Lincoln (3010146983), Lincoln (301026680), Lincoln (7120000106), Lincoln (7120000238), Mid-Atlantic Camp Lejeune, Mid-Atlantic North Region, Mid-Atlantic San Diego, Mid-Atlantic South Region, NAS Corpus Housing, Patrician Military Housing, and Scott AFB Housing. The 'Policy #' field is empty. Below the dropdown is a section titled 'Who receives this deduction' with a 'Recipient' field. The 'Account Name' field is empty. The 'Bank Routing #' field is empty. The 'Account Nbr' field is empty. The 'Account Type' dropdown is empty. The 'Payment Method' is set to 'Bank Transfer'.

AVOIDING EXPECTED ACTIVE DUTY TERMINATION DATE PAYROLL ERRORS

Introduction:

End of enlistment processing has changed with the implementation of DA Global Pay. Under Global Pay, if a member's end of enlistment falls within the [current pay calendar](#), there must be an approved separation order or approved retention document (reenlistment/extension/re-extension) before payroll for the Coast Guard can be finalized.

Error Condition:

If a member's end of enlistment falls within the pay calendar and an approved separation or approved retention document is not completed prior to payroll finalization, the member will be removed from payroll and will not receive pay and allowances for that pay cycle. SPOs are responsible for completing the appropriate action in Direct Access after payroll finalizes and the next pay calendar is opened. SPOs must then request a special payment for retained members.

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Effect on reenlistments, extensions and re-extensions:

Reenlistments, extensions and re-extensions for the current pay calendar cannot be executed after payroll finalization since they cannot be approved until the date of signing.

- For example, a member with an end of enlistment on 28 March 2015 cannot sign a reenlistment contract on 27 March 2015 since payroll finalization occurs on 23 March 2015.
 - The member must reenlist on or before the SPO data entry cutoff date (18 March 2015).

When counseling members on reenlistment/extension/re-extension, it is imperative that PA Offices and SPOs refer to the [payroll calendar](#) to ensure the contract is executed prior to the SPO data entry/approval cutoff date for the pay calendar in which the end of enlistment falls.

Reminder: Per 1.B.7.b.(4) [Military Separations, COMDTINST M1000.4](#) (series), commanding officers are authorized to separate members three or fewer months before the normal separation date for the purpose of immediate reenlistment.

SPO Notification/Action:

PPC Separations (SEP) ensures all expected active duty termination date payroll errors are clear prior to payroll finalization. SPO's will receive an email from PPC-PF-SEP@uscg.mil indicating immediate action is needed and will follow up with any additional actions needed throughout the applicable pay calendar. These actions must be completed by the SPO data entry cutoff date.

Approval after SPO Cutoff Date:

If PPC (SEP) directs the approval of a separation or contract after the SPO cutoff date but before payroll finalization, SPOs must comply as the pending transaction causes a payroll error that prevents payroll from finalizing.

Separations Approvals:

All separation orders must be approved by the SPO data entry/approval cutoff date of the member's departure from the unit. Examples:

- The separation orders for a member separating on 30 April 2015 and departing on 25 March 2015, must be approved not later than 18 March 2015.
- A separation order for a member separating on 30Apr who is not taking terminal leave must be approved not later than 17 April 2015.

NOTE: SPOs must manually stop [CSEAPAY](#), [CSEAPAY PREMIUM](#), [OCOLA](#) and [SDAP](#) for members taking terminal leave.

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Unapproved Separations:

If a separating member's separation is not approved, prior to payroll finalization, the member's final pay and allowances will be removed from the payroll cycle.

Final pay and allowances (including lump sum leave sell) will be delayed as it must be manually recomputed and added to an off cycle payment after payroll finalization.

SERVICING PERSONNEL OFFICES (SPO)E-MAIL ADDRESSES

The SPO Contact List on PPC's website [https://cgportal2.uscg.mil/units/ppc/SitePages/SPO Contact List.aspx](https://cgportal2.uscg.mil/units/ppc/SitePages/SPOContactList.aspx) or (<http://cgweb.ppc.uscg.mil/spocontactlist.asp>) has been updated. All contact information has been removed. The contact list has global email and SMTP email addresses listed for each SPO and is hyperlinked (click to create email). Each SPO needs to ensure that their distribution list is accurate in Outlook (the right people are on the list). Ensure your distribution lists do not contain any non CG email addresses (for PII info). To find POCs at a specific SPO, look up the distribution list in Global Address List in Outlook. All SPOs should also ensure their mailing addresses are correct in the SDL. A link to the SDL is on the same page as the SPO Contact List.

NEW VERSION OF SGLV 8286 SERVICEMEMBERS' GROUP LIFE INSURANCE ELECTION AND CERTIFICATE

Form [SGLV 8286 Servicemembers' Group Life Insurance Election and Certificate](#)  has been revised effective February 2015.

As with all SGLI Program forms, the current edition is available on the VA website at: <http://www.benefits.va.gov/INSURANCE/resources-forms.asp>.

Elections and designations made on previous editions of form SGLV-8286 remain valid. There is no need to complete the new form unless the member is making a new election after this date.

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FILING SUPPORTING DOCUMENTATION FOR GOVERNMENT TRAVEL CHARGE CARD APPLICATIONS AND REINSTATEMENT REQUESTS

UNCLAS //N01080//
ALCGPSC 024/15

SUBJ: UPDATED GTCC PDR FILING REQUIREMENTS

A. MILITARY PERSONNEL DATA RECORDS (PDR) SYSTEM, COMDTINST M1080.10I

1. To ensure proper supporting documentation for Government Travel Charge Card (GTCC) applications and reinstatement requests are maintained with the PDR system, REF A is changed as follows:
 - a. Encl (1) Pg 4: Delete - Government Travel Card (Individually Billed Account) Setup Form (MBR initial submission only).
 - b. Encl (1) Pg 4: Delete - Government Travel Card Program Recommendation/Acceptance Statement (MBR initial submission only).
 - c. Encl (1) Pg 4: Add - Government Travel Card (Individually Billed Account) application including a) application memo, b) application form, c) the Cardholder Agreement Form, and d) certificate of training (i.e. transcript). EI, EI, O2, P, C4.
 - d. Encl (1) Pg 4: Add - Government Travel Card (Individually Billed Account) reinstatement packages including a) reinstatement request memo, b) Credit Bureau Release Authorization, c) application form d) the Cardholder Agreement Form, and e) certificate of training (i.e. transcript). EI, EI, O2, P, C4.
 2. This change will be incorporated in the next update to REF A.
 3. Policy questions should be directed to the Policy and Standards Division (CG-1331), Ms. Teresa Marshall (202) 475-5391, email Teresa.Marshall (at)uscg.mil or CG PSC-BOPS-R-GTCC, Mr. Matthew Ruckert (703)-201-3080, email Matthew.T.Ruckert(at)uscg.mil
 4. CAPT W.C. Kelly, Deputy Commander, CG Personnel Service Center, sends.
 5. Internet release is authorized.
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GUIDANCE FOR PERSONALLY PROCURED MOVEMENTS OF HOUSEHOLD GOODS

UNCLAS //N04050//
ALCOAST 090/15
COMDTNOTE 4050

SUBJ: Personally Procured Movements (PPM) of Household Goods (HHG)

A. Joint Travel Regulations

1. Transfer season 2015 is just around the corner, and so is the household goods (HHG) transportation peak season. The period 15 May through 15 July is the peak of the HHG transportation season. During this time period it may be difficult to secure government contracted transportation service providers (TSP) that meet everyone's desired packing, pick-up, and delivery dates.
2. If a TSP cannot be contracted, or if a member prefers, they may conduct a full or partial personally procured move (PPM) of their HHGs. By properly conducting a PPM, members may receive an incentive payment of 95 percent of what it would have cost the government to transport the member's HHG in one lot between authorized locations. Incentive payments will be based on the actual HHG weight moved, not to exceed the member's maximum allowable weight.
3. To prevent delays or denial of PPM incentive payments, commands should ensure that all members departing on permanent change of station (PCS) orders, or separating from the Coast Guard receive a printed copy of this ALCOAST. It is the member's responsibility to understand their entitlements and the requirements contained in this ALCOAST. To ensure members receive proper HHG counseling, commands are strongly encouraged to include HHGs counseling on their PCS check in/out sheets. No waivers to the requirements in this ALCOAST may be approved.
4. In February 2009, the Defense Personal Property System (DPS) became the primary system used to arrange most HHG shipments and requires a user name and password. Members using DPS for the first time must go to <http://www.move.mil/> and select the *"First Time Users Click Here"* link to register for a DPS user name and password. After registration it will take up to 72 hours for members to receive their DPS user name and password, so members should plan ahead. Members conducting their first or last HHGs movement should see a TO, to set up their move.
5. Exceeding HHG weight limits is the number one reason members pay excess costs for HHG shipments. Members conducting both a PPM and a government funded HHG move must be aware of their maximum HHG weight allowance found in 5200-B of REF (A). To reduce HHG weight and prevent excess costs, members should dispose of any

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unwanted or unneeded HHG. To help estimate HHG weights, a weight estimating tool is available at www.move.mil. To find the weight estimating tool a member should select the *"Before You Move"* link and then select the *"Weight Allowances"* link on the left hand side of the screen. Members married to members may be able to combine their HHG weights and should ensure their HHG counselor is aware of their status as a member married to another member.

6. DPS may not be available underway, or if available, it may be very slow. If members assigned afloat cannot schedule their HHG movements they may see their legal assistance office or transportation office to grant a trusted agent a special power of attorney to schedule their HHG movements while underway.
7. Members wishing to conduct a full or partial PPM must contact their origin TO for PPM counseling and issuance of an "Application for Do-It-Yourself Move" and Counseling Checklist, DD Form 2278. Without a DD Form 2278 approved by a TO and signed by the member at origin, a PPM is considered to be an after-the-fact PPM. After-the-fact PPMs are only authorized when circumstances beyond a member's control prevents them from receiving proper PPM counseling. Circumstances beyond a member's control are considered to be severe weather conditions (e.g., hurricanes, flooding), automobile accidents, medical emergencies, or very short fused PCS orders (report within days). Without the existence of circumstances beyond a member's control after-the-fact PPM claims may only receive actual cost reimbursement (ACR) for any authorized expenditures.
8. Members have several options when conducting a PPM which includes contracting their own TSP, contracting a you-load, they-drive service, or a member may use a personally owned or rental vehicle, and/or a personally owned or rental trailer to transport their own HHGs. Members may see their local HHG transportation office to determine their estimated incentive payment, based on their estimated HHG weight, and current and new permanent duty station (PDS), home of record, or home of selection locations to determine if they may benefit financially by conducting a PPM.
9. Members contracting their own TSP should be aware that full replacement value insurance may not be included, and they must settle any damage claims themselves with their contracted TSP. If a member desires insurance beyond their contracted TSPs coverage they should contact a commercial insurance provider to purchase additional insurance. Also, members contracting a you-load, they-drive service must remind the contractor this is a military PPM and unloaded and loaded weight tickets are required.
10. To receive an incentive payment for conducting a full or partial PPM, members must provide certified unloaded and loaded weight tickets from the place of origin. Weight tickets must be annotated with the member's rank/rate, name, and EMPLID. Each weight ticket must also indicate which vehicle is being weighed, and whether the weight ticket is for an unloaded or loaded vehicle and/or trailer. Vehicle registrations are not acceptable as empty weight tickets for a PPM.

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11. Boats and their associated trailers are considered to be HHG. Members conducting a PPM of a boat and trailer are only required to have one weight ticket for the boat and trailer. However, because weight tickets reflect three axles (steer, drive, and trailer) the weight ticket must indicate that a boat and trailer was weighed. If not, the boat and trailer will appear to be an empty trailer, which is not HHGs, and the weight of the trailer axle will be subtracted from the total weight used to calculate a member's incentive payment. Claims for boats and trailers must also include a copy of the boats registration, which must be registered in the member's or their dependents name.
 12. Coast Guard members frequently receive PPM counseling from transportation offices operated by other services. To prevent any confusion on service specific requirements, all Coast Guard members conducting a full or partial PPM must visit the Coast Guard Finance Centers (FINCEN) web site at <http://www.fincen.uscg.mil/dity.htm>, to obtain a Coast Guard PPM check list and review the procedures to be used when weighing vehicles and/or trailers to ensure accurate PPM weights are obtained.
 13. Because shipping rates differ from location to location, if a member owns HHGs at more than one location, a DD Form 2278 is required from all locations to the new PDS, home or record, or home of selection. The member must also have two weight tickets, one unloaded and one loaded from each origin. Provided the member has a DD Form 2278 and unloaded and loaded weight tickets from all origins, they may be paid an incentive payment for all PPMs not to exceed the Governments best value cost of transporting the member's maximum HHG weight allowance in one lot between all authorized locations.
 14. Members must plan ahead to ensure that certified weight scales are available at the time and date they plan to begin their move. PPM claims without unloaded and loaded weight tickets from the place of origin may only be reimbursed for authorized actual cost.
 15. COMDT (CG-1332) POCs are CWO Randy Jeffery at 202-475-5393, james.r.jeffery@uscg.mil or Mr. Tony Pearson at 202-475-5368, anthony.h.pearson@uscg.mil.
 16. RDML James M. Heinz, Director of Reserve and Military Personnel, sends.
 17. Internet release authorized.
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TRAINING OPPORTUNITY: SGLI PROGRAM OVERVIEW

An Overview of the SGLI Program is being offered to all branches of service on Thursday, April 16, 2015 at 2 p.m. Eastern. The training will be done by phone, so no travel is involved.

Who Should Attend?

The session is designed for Branch of Service Casualty Officers, clerks and human resource staff. You are welcome to invite others who you think might benefit.

What will it cover?

Here are the topics we'll cover:

- Program History
- Servicemembers' Group Life Insurance (SGLI)
- Family Servicemembers' Group Life Insurance (FSGLI)
- Accelerated Benefit Option (ABO)
- Servicemembers' Group Life Insurance Traumatic Injury Protection Program (TSGLI)
- Veterans' Group Life Insurance (VGLI)
- Payment Options
- Q&A

When and How to Register

Date: Thursday, April 16, 2015

Time: 2:00 - 3:00 PM Eastern Time

Registration: Email Wendy Eberle (wendy.eberle@prudential.com) by Tuesday April 14.

The training material and dial in information will be provided to all registered participants by April 16.

If you have additional questions about this training, please feel free to contact me for clarification.

V/R

Wendy Eberle
Prudential
Office of Servicemembers' Group Life Insurance
973-548-6681

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TRANSFER SEASON 2015 HOUSEHOLD GOODS (HHG) SHIPPING INFORMATION

UNCLAS //N04050//
ALCOAST 089/15
COMDTNOTE 4050

SUBJ: 2015 HOUSEHOLD GOODS (HHG) INFORMATION

A. Joint Travel Regulations

1. The 2015 household goods (HHG) transportation season will be upon us soon, and whether a member is performing a long distance permanent change of station (PCS) move or a funded short distance move, HHG counseling is mandatory. To ensure members are aware of their HHG transportation entitlements, commands should ensure that all members departing on PCS orders, or separating from the Coast Guard in assignment year (AY) 2015 receive a printed copy of this ALCOAST. To ensure members receive proper HHG counseling, commands are strongly encouraged to include HHG counseling on their PCS check in/out sheets. Requests for short distance HHG moves, including those to or from unusually arduous sea duty, may only be authorized by COMDT (CG-1332).
2. HHG counseling may be received in person from a transportation officer (TO), or members may self counsel using the Defense Personal Property System (DPS). After a member receives their signed PCS orders, they must visit the www.move.mil web site to register in DPS. DPS allows members and their spouses to self counsel, request HHG packing, pick-up, and delivery dates, or request authorization to conduct a personally procured HHG movement (PPM). DPS may also be used to file any needed damage claims. After a member registers in DPS, it will take up to 72 hours for them to receive a user name and password to schedule their move, so members should plan ahead. Members conducting their first or last move should visit a transportation office to set up their HHGs shipment.
3. The time period between 15 May and 15 July is the peak of the HHG moving season. If possible, members should avoid requesting a HHG shipment during this period. It is important to note that requested dates are not guaranteed, so members should not cancel or enter into a rental agreement, lease, or buy or sell a home until they have verified with their TO and their Transportation Service Provider (TSP) that their requested dates are confirmed.
4. DPS may not be available underway, or if available, it may be very slow. If members assigned afloat cannot schedule their HHG movements they may see their legal assistance office or transportation office to grant a trusted agent a special power of attorney to schedule their HHG movements while underway.

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5. During HHG peak season it may be difficult to secure a Government contracted TSP that meets everyone's desired packing, pick-up, and delivery dates. If a TSP cannot be contracted, or if a member prefers, they may conduct a Personally Procured Move (PPM) of their HHGs. More guidance on PPMs will be published in a separate ALCOAST.
6. Exceeding HHG weight limits is the number one reason members pay excess costs for HHG shipments. To reduce HHG weight and prevent excess costs, members should dispose of any unwanted or unneeded HHG. To avoid paying excess weight costs members must be aware of their maximum HHG weight allowance found in 5200-B of REF (A). To help members estimate their HHG weights, a weight estimating tool is available at www.move.mil. To find the weight estimating tool a member should select the "Before You Move" link and then select the "Weight Allowances" link on the left hand side of the screen. The TSP will also estimate a member's HHG weight during the pre-move survey. After a member's HHG have been picked up, they may contact the origin personal property shipping office (PPSO) that scheduled their HHG movement to get their actual HHG weight. If a member disputes their HHG weight, they may request a witnessed or un-witnessed reweigh by contacting their TSP, or origin or destination PPSO. However, a reweigh must be requested before HHGs are delivered. It is not possible to reweigh HHGs after delivery. Members married to members may be able to combine their HHG weights and should ensure their HHG counselor is aware of their status as a member married to another member.
7. There has been a significant change to professional books, papers, and equipment (PBP and E) entitlements, more commonly known as pro gear. Effective 1 May 2014, pro gear is limited to a maximum of 2,000 lbs. Waivers to the 2,000 lb limit cannot be authorized. Pro gear previously shipped outside the continental United States (OCONUS), will be grandfathered up to the weight shipped OCONUS until they are returned to the continental United States (CONUS). Also effective on 1 May 2014, many items previously considered pro gear will no longer be considered pro gear. Most notably, personal computer equipment and memorabilia such as awards, plaques, or other objects presented for past performances are no longer considered pro gear.
8. Pro gear does not count towards a member's HHG weight allowance. However, all items must meet the definition of pro gear found in Appendix A, of REF (A). All pro gear must be verified by a TO, and items not meeting the description of pro gear will count towards a member's maximum HHG weight allowance. Because spousal pro gear is limited to 500 lbs, a member cannot combine their pro gear with spousal pro gear. An itemized inventory of spousal pro gear must be provided to the TO for verification at the time of counseling and must indicate the profession which the items are used for (e.g., lawyer, doctor, teacher). The itemized inventory of spousal pro gear must be certified by the member's signature.
9. Members are responsible for ensuring pro gear is separated from HHG during packing and weighed separately during pick-up. All pro gear must be identified as such on the TSP inventory sheet at origin and the estimated weight must be entered on the

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Application for Shipment and/or Storage of Personal Property, DD Form 1299. Ensure the term M-PRO is used to identify the military member's pro gear and S-PRO is used to identify spousal pro gear. Each line item for pro gear must indicate M-PRO/S-PRO, cubic ft, and pounds. Pro gear cannot be claimed after the fact. There are no exceptions or waivers to this policy.

10. Another important feature of DPS is the ability to grade a TSPs performance by submitting a Customer Satisfaction Survey (CSS). The mandatory CSS process is simple and its importance cannot be overstated. The CSS is used to document positive and negative experiences and helps determine the number of military HHG shipments a TSP will receive in the future.
11. Damage claim submission is the responsibility of the member. Completion and submission of the Joint Statement of Loss or Damage at Delivery, DD Form 1840 by the member and TSP, and the Notice of Loss or Damage, DD Form 1840R by the member after the TSP departs does not constitute filing a claim. These forms are only used for proper notification of loss or damage to a TSP. A claim is separate and distinct, and must be submitted in a timely manner. See www.move.mil and the Coast Guard Finance Centers (FINCEN) web site www.fincen.uscg.mil/hhg.htm for guidance on HHG damage claim submissions.
12. Full replacement value (FRV) protection applies to all Government HHG shipments. Provided a member files their damage claim with the TSP through DPS within nine months of delivery, the TSP is liable for either repair or FRV of a damaged item, whichever is less, and for the FRV cost of any lost or destroyed items. However, the TSPs liability is limited to the greater of 5,000 dollars per shipment, or four dollars times the net weight of the HHG shipment in pounds, not to exceed 50,000 dollars. If a member files a claim directly with the TSP more than nine months after delivery, the TSP is only liable for the depreciated value of the items up to a maximum of one dollar and twenty-five cents times the net weight of the shipment in pounds. To find more information on FRV a member can visit the Army Surface Deployment and Distribution Command (SDDC) web site www.sddc.army.mil/pp/default.aspx. If a member desires additional HHG damage insurance they may purchase it from a private insurance provider.
13. The pamphlet, [It's Your Move \(3.1MB, PDF file format\)](#), contains guidance about shipping HHGs. This pamphlet and other useful HHG information are available at www.fincen.uscg.mil/hhg.htm. Additional HHG transportation information can also be found at the SDDC web site www.sddc.army.mil/pp/default.aspx.
14. In accordance with 5322-B of REF (A), members with dependents who own more than one POV may ship a second POV within CONUS. However, the member and their dependents must travel together in one POV, and commercial travel at government expense is not authorized for the member or any dependents. The Governments reimbursement for transporting a second POV will be limited to the monetary allowance in lieu of transportation (MALT) plus per diem a member or dependent would have been

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entitled to for non-concurrent travel by two POVs to the new PDS, or the actual cost to ship a second POV whichever is less. Any excess costs incurred to ship a second POV in CONUS will be borne by the member. Members must personally arrange for shipment of a second POV in CONUS and are not entitled to reimbursement for delivery to, or pick-up from the carrier. member's orders must reflect this entitlement and display the maximum reimbursement computations. The entitlement to ship a POV in CONUS when a member is physically unable to drive or there is insufficient time in accordance with 5322-A.1.b. of REF (A) may only be authorized by COMDT (CG-1332).

15. COMDT (CG-1332) POC is CWO Randy Jeffery at 202-475-5393, James.R.Jeffery(at)uscg.mil or Mr. Tony Pearson at 202-475-5368, Anthony.H.Pearson(at)uscg.mil.
16. RDML James M. Heinz, Director of Reserve and Military Personnel, sends. Internet release authorized.

NEW AWARD CODES ADDED FOR GWOT EXPEDITIONARY MEDAL SERVICE STAR

The following award codes are available in Direct Access for members authorized the wear of Service Stars on the Global War on Terrorism Expeditionary Medal.

Code	Description
CGGWOTX	Global War on Terrorism Expeditionary Medal Operation Enduring Freedom (OEF)
CGGWOTIF	Global War on Terrorism Expeditionary Medal Operation Iraqi Freedom (OIF)
CGWOTNS	Global War on Terrorism Expeditionary Medal Operation Nomand Shawdow (ONS)
CGGWOTND	Global War on Terrorism Expeditionary Medal Operation New Dawn (OND)
CGGWOTIR	Global War on Terrorism Expeditionary Medal Operation Inherent Resolve (OIR)

See [ALCGPSC 022/15](#) for more information.